



Department of Conservation & Recreation
251 Causeway Street, Suite 600
Boston MA 02114-2119



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Matthew A. Beaton, Secretary Executive Office of Energy & Environmental,
Leo Roy, Commissioner, Department of Conservation & Recreation

PERMIT APPLICATION FOR CONSTRUCTION &/OR ASSOCIATED ACCESS TO DCR PARK LANDS & ROADWAYS

Application DATE: _____ Permit Requested by _____
PROPOSED Construction Start Date: _____ Completion Date: _____ See next page for instructions.

PLEASE USE ADDITIONAL SHEETS AS NECESSARY

1. **PROJECT LOCATION:** _____ Address: Street _____
DCR Property: _____ Town /City _____
2. **PROJECT DESCRIPTION:** Attach a locus plan of the area + a minimum of 3 photos of the existing work location conditions, taken from different angles.

3. **PROJECT IMPLEMENTATION INFORMATION:** how performed; implemented, within, and short term and long term impacts to DCR property. Submit one full size set of construction engineering plans (+ e-data) additional copies shall be submitted upon request. Either clearly mark drawings relevant to DCR property or remove all drawings not relevant to DCR.

4. **TIME FRAME:** Desired project start date & how long it will take to complete planning and construction

5. **AREA USED AND OR IMPACTED:** Length width and depth of DCR area being used and or altered:

6. **DCR restricted roadways access:** provide proposed travel route, schedule for roadway usage and vehicle proportions (**weight, height, & length**)

7. **Material transportation and or temporary placement of equipment and/or vehicles (lay down area) on or over DCR property provide specifications on travel route and vehicle specifications (loaded weight and dimensions and Cargo description)**

8. **Traffic Management Plan (TMP)** is required and shall conform to current Federal Highway Standards; certified by a Traffic Engineer or Traffic Control Technician. **please** submit a full size set (24"x36") copies; _____ **# of pages/ plans attached**
9. **Dig Safe #** _____ **10. List OTHER PERMIT & LICENSES** _____

11. **Applicant Information (Permit Signatory, Proponent, Property Owner, Consultant, primary contact)** _____ **12. On site contact (Contractor, engineer, installer, utility, management co....):** _____
_____ Check here if second signatory on permit.

Contact Name		Contact Name	
Print Name		Print Name	
Corporate Title		Corporate Title	
Mailing Address		Mailing Address	
Telephone #		Telephone #	
Cell Phone #		Cell Phone #	
Fax #		Fax #	
E- Mail		E- Mail	
*Signature		*Signature	

*Signature denotes acceptance of the conditions of the DCR Construction/Access Permit

Return completed application; with the \$50.00 application fee to:

DCR: PERMIT SECTION, 251 Causeway Street, 7th Fl. Boston, MA 02114, attn Construction/Access Permits

For Office Use Only ☐ ☐ ☐ **Do Not Write Below This Line**

Application #	_____	Permit Issued	_____	EIR-EOEA Cert	_____	Stormwater	_____
Date received:	_____	Plans returned;	_____	Local Con Com	_____	Water Resource	_____
App. complete	_____	Revision submitted	_____	Mass Historic	_____	Gates	_____
	_____	Permit Denied	_____	TMP	_____	Dams	_____
Fee amount	_____	Paid date	_____	Roadway const	_____	St. Light	_____
Permit Writer	_____	MEPA required	_____	Planning	_____	21E	_____

Instructions for Completing APPLICATION FOR CONSTRUCTION &/OR ASSOCIATED ACCESS PERMIT TO DCR PARK LANDS & ROADWAYS

GENERAL INFORMATION

M.G.L. C.132A§7, C.92§33, 801CMR11.06 and all other enabling powers grant DCR the authority to issue Construction and Access Permits. Access is defined as:

- I. Use by motor vehicles and/or construction equipment entry and/or exit to any DCR property including roads, parkway, parkland, structures and/or facility from abutting properties.
- II. Any physical work (i.e. curb cuts, trench work, street openings) performed on under and or within DCR owned land including parklands, reservations, roadways, parkways...

APPLICATION, MITIGATION AND / OR RESTORATION FEES

The non refundable **\$50** Administrative Application Fee shall accompany this form. All check shall be payable to the Massachusetts, Department of Conservation and Recreation.

Include a minimum of 3 existing conditions photographs, taken from 3 or 4 angles, a locus plan of the area and a sketch which indicates lot size, DCR parkway frontage, proposed work location and details, property lines, building location(s), related to proposed physical work with respect to DCR Property baseline. Traffic Management Plan in accordance with current Federal Highway Administration MUTCD requirements. **All documents should be relevant to the work on DCR properties/issues;** if off the point information documents are included in the application package please clearly mark ALL relative information.

- III. Application for all non-residential and residential developments greater than 5 units must include engineered access plans (minimum of 4 copies) at an appropriate scale (1 inch = 20 or 40 feet) which clearly show all proposed work and:
 - o DCR Property Layout line and baseline
 - o Location and dimensions of proposed work
 - o Location of existing structures, trees, and utilities
 - o Complete details of existing and proposed drainage.
 - o Information on over weight equipment and routes to access site

Please note: activities such as camping, or DCR park facilities use require a reservation, work related to Dam Safety and Water Supply issues are permitted by those sections, please see DCR web site at: <http://www.mass.gov/dcr/>

SPECIFIC INSTRUCTIONS (PRINT OR TYPE)

LINE 1 PROJECT LOCATION: Name the DCR property or properties; Park and/or Parkway, plus specific location and municipality the access and/or construction is sought, address of work site.

LINE 2 PROJECT DESCRIPTION: Description of work to be done; Type of access sought, briefly describe facility for which access is sought. Ownership Plan showing property lines

EXAMPLE 1: Single family residential driveway at 10 DCR Parkway (80' north of the intersection of X road) proposed drive frontage will be 12' wide.

EXAMPLE 2: 500,000 s.f. shopping mall off of DCR XX parkway and Route XYZ in Anytown MA, bordering XXX Park; roadway geometry modified to accommodate left-turn lane, relocation of lights, traffic signals, remove and replace 15 mature trees, installation of drainage, & utilities (see plans, Environmental, Conservation Commission, MA Historical permits, Fish and Wildlife).

LINE 3 PROJECT IMPLEMENTATION AND EFFECTS: INCLUDE DCR PROPERTY IMPACTS:
TEMPORARY IMPACTS + how they will be rectified
PERMANENT IMPACTS – how they will be minimized
ENVIRONMENTAL IMPACTS (including copies of permits)
FLORA AND FAUNA IMPACTS and replacement plan

Short explanation of the need for the permit

Short description of the whole construction project

Specific details on all components, phases, construction schedule and Timelines that will directly impact DCR property.

Details on components of the job that will indirectly impact DCR property

Details on the project benefit to DCR, the public, and/or the community (Attach additional sheets if necessary).

MITIGATION (note Access and Excavation Fees will be charged: Mitigation in the form of improvement to the Project area may not amount to less than the total of the access and excavation fees)

EXAMPLE 1: Remove 50 ft of existing granite curb on south side of Property to construct driveway access & modify the roadway geometry to accommodate left-turn lane. Three day project starting July 1, 20XX

EXAMPLE 2: Excavate 10 x 10 ft section of roadway at Station 100+00 in westbound lanes in order to install residential water service to 100 DCR Parkway on heavily traveled roadway therefore permittee will provide 2 police details and use 4 days; plus additional signage.

LINE 4 TIME FRAMES: Planning, Design and Construction

LINE 5 USAGE AREA: DCR property usage size (length and width) including excavation dimensions, sizes of components installed.

For projects with permanent installation: O&M requirements, duration and financial responsibility.

LINE 6: DCR RESTRICTED ROADWAYS ACCESS

LINE 7: MATERIAL TRANSPORTATION

LINE 8: TRAFFIC MANAGEMENT for motor vehicles, pedestrians, and bicycles in accordance with the most recent MUTCD

Submit a full size (24"x36") plan(s) certified by a Traffic Engineer or Traffic Control Technician.

1. Detours for motor vehicles, pedestrians, and bicycles.
2. Logistics and effects on: procurement, maintenance, and transportation ...
 - a. Items of concern – i.e. schools, playgrounds, handicapped children, and elderly housing

LINE 9: DIG SAFE # must be obtained by calling 1-888-DIG-SAFE.

LINE 10: OTHER PERMIT & LICENSES: List all permits; including application dates and status; enclose 1 copies of each application/permit. Including DCR permits issued for this work location.

LINE 11 & 12: Contact information for the applicant and or their contractors Proponent, Owner, Permittee name(s) must be the name of the person or entity responsible for funding the construction and/or the property or facility owner (other than DCR), for the construction activity being permitted: NOT an agent. Contact may be the owner's agent and may be an additional signatory.

Individual or business making application must complete the required information, including date of application and signature

- o Contact names and business title(s)
- o Addresses (location and E-mail)
- o Phone numbers (office, cell, and fax)
- o Name and title of the individual who will accept permit conditions for the permittee

RETURN COMPLETED PERMIT APPLICATION ALONG WITH FEE

TO: Director of Permits
Department of Conservation and Recreation ("DCR")
PERMIT SECTION, 251 Causeway Street, 7th Floor,
Boston, MA 02114